

Thomas Jefferson

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EDUCATION

- 2006 **Worcester University**, Worcester, MA
M.B.A with a concentration in Finance
- 2000 **Saint Ashley's College**, Colchester, VT
B.S. in Accounting, Minor in Business Administration

COMPUTER SKILLS

SAP, PeopleSoft, Lotus, J.D. Edwards, Hyperion, SBT, ELF, MPM, Monarch, Microsoft Office Suite (including Word, Excel, PowerPoint, Access).

EXPERIENCE

- October 2004 -Present. **GovTech Corporation**, Andover, MA
\$22 billion defense contractor

Manager I- Finance

- Developed cost models utilizing Excel for costing various legacy programs in order to reduce proposal generation costs and to decrease the time and effort needed to submit a proposal to the customer.
- Lead the finance process in the development of multi-billion dollar, multi-year contract proposals.
- Perform ROI and NPV analysis on potential programs in order determine if pursuit is beneficial and aligns with the strategy of the business.
- Work with capture leads in developing strategy for International Operations.
- Provide IO Financial Planning sales, net cash flow, bookings and profit forecasts for the development of the Annual Operating Plan.

Team Lead II-Financial Analysis

- Created new system for weekly reporting of Customer Spend Reports on major programs which reduced reporting time from 2 days to less than 2 hours.
- Participated on R6σ project to reduce program start-up cycle time from 15 days to 5 days.
- Prepared EACs for programs as requested by program office.
- Reported monthly on the financial results of the NPI Value Stream operations to CCA Finance Manager and NPI Value Stream Manager.

Senior Financial Analyst

- Prepared and maintained annual budget for Mechanical Engineering Directorate.
- Forecasted and maintained manpower utilizing ELF on an on-going basis for Naval Systems.
- Prepared Naval Systems monthly review to be presented to Lab Director; included in the review is manpower planning, workload analysis, overhead account analysis and financial analysis of major programs.
- Assisted in the preparation of Bids and Proposals for various projects.
- Prepared "ad-hoc" reports and analysis when requested by Business Manager.
- Analyzed Earned Value Metrics monthly for \$9 million Capital Software project.
- Documented and disseminated a more efficient process for extracting and reporting financial data out of SAP to all MED department planners.
- Received Raytheon Six Sigma Specialist Certification.

September 2001 **The Razor Company**, Boston, MA
-October 2004 \$10 billion consumer goods manufacturer

Accounting Analyst

- Utilized inventory reporting to analyze and explain fluctuations in freight and duty accounts.
- Worked with demand and forecast planning to develop and update yearly budget.
- Responsible for the review and analysis of various balance sheet accounts within the Value/Supply Chain.
- Reviewed standard costs on finished goods and made appropriate changes.
- Performed physical inventory counts at distribution centers for finished goods.
- Developed key performance indicators and presented to management quarterly.
- Performed all month end close functions for US and Canada freight and duty.
- Attended and participated in quarterly Global Logistics meetings.

Manager of Payroll

- Oversaw and managed six payroll processors on approximately \$1B payroll utilizing PeopleSoft.
- Payroll lead for Sarbanes-Oxley and IRS annual audits.
- Prepared journal entries and posted to the general ledger system.
- Created PeopleSoft query audits to ensure best business practices.
- Responsible for maintaining general ledger accounts.
- Reconciled accounts and performed variance analysis on major fluctuations.
- Cut over \$250,000 of annual payroll overhead costs attributed to headcount reduction and process improvements in efficiencies.
- Prepared policies and procedures manual for payroll process.

Tax Accountant

- Trained payroll processors on new Duracell applications to be used for Duracell payroll processing.
- Analyzed and documented Payroll accounting and reconciliation process.
- Managed Duracell subsidiary payroll consolidation transition.
- Served as Functional Matter Expert in PeopleSoft 8.0 upgrade.
- Reconciled all accrued payroll tax and labor balance sheet accounts.
- Researched and resolved payroll tax and systems issues.

June 2000 – **VisualLife Financial**, Boston, MA
August 2001 \$9 billion financial services company.

Staff Accountant I

- Prepared monthly P/L, balance sheet and 12-b1 statement for MSS broker/dealer subsidiary.
- Gained transactional experience through month-end closes, financial statement preparation, and the general ledger.
- Worked specifically with in-house broker/dealer transactions.
- Researched and cleared over 150 outstanding life insurance suspense items.
- Obtained Series 6 License